

13 February 1974

MEMORANDUM FOR THE RECORD

SUBJECT: Action Items

On 12 February 1974 the DD/M&S discussed with [] and the undersigned his plans for a meeting [] and a State of the Directorate meeting. He made the following points:

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a. The Friday night speaker, a replacement for Dr. [] should cover leadership and management. The DD/M&S feels strongly that it should be a speaker from the outside in order to carry more weight with the Office Directors.

b. Saturday morning might be devoted to the Annual Personnel Plan, with a full presentation by Fred Janney. The DD/M&S made it clear that copies of the report should be made available to Office Heads; viewgraphs might be utilized; and the topic is to be thoroughly discussed by those in attendance.

c. Saturday afternoon should focus on the Personnel Development Plans for DD/M&S--possibly handled by Jack Blake. Again, the DD/M&S wants solid discussion by Office Directors.

d. Saturday evening might cover the Fiscal Year 1975 ceiling and budget. There might be discussion of the FY 75 dollar figures, showing what was requested and what was cut out. There should be complete coverage on functions in the Directorate and the manpower required to support these activities. Presumably the ADD/M&S will handle this segment, and can give the latest info on his meetings with the other Associate Deputy Directors.

e. Sunday morning will be reserved for the DD/M&S dry run on his State of the Directorate meeting.

f. In effect, Mr. Brownman wants an agenda to be worked out, but it should not be so thoroughly structured that it eliminates full discussion. There might be some "filler" items in case any of the formal presentations are too short.

2. State of the Directorate

a. The formal presentation by the DD/M&S will be about 45 minutes, and he wants to leave about 30 minutes for questions.

b. The general "before and after" theme will be followed. Where were we a year ago, and where are we now? The emphasis will be on the "changes" in the last year.

c. We can probably proceed Office by Office in reflecting on the changes and reorganizations.

d. We should get some world-wide maps or graphs which show the changes. Hit OC, OMS, OS, etc.

e. The entire package should relate to the changes in Government, CIA and the Directorate.



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